



DEPARTMENT OF THE ARMY

6th AREA SUPPORT GROUP
UNIT 30401
APO AE 09107-0401

08 JUN 2004

AESG-P

MEMORANDUM FOR Service Members, Civilian Employees, and Family Members Residing Within the 6th ASG Area of Responsibility

SUBJECT: 6th ASG Command Policy Letter 38, Guidelines for Community Relations Funds

1. References:

- a. FM 3-61.1 Public Affairs Tactics, Techniques and Procedures, 1 Oct. 2000
- a. AR 37-47, Representation Funds of the Secretary of the Army, 12 March 2004
- b. USAREUR Regulation 360-1, Community Relations Program, 31 May 2001

2. PURPOSE: To establish policy for requesting German-American Relations (BA43) funds.

3. POLICY: Above references regulate spending funds for Foreign/American events. The BA43 and BA43.0012 Secretary of the Army Limitation Funds are the only Appropriated Funds available for community relations events and are the 6th ASG Commander's official foreign hosting and representation funds.

4. GUIDELINES: Requests to use these funds will be made in writing to the BA43 Funds Program Manager, the 6th ASG Public Affairs Officer.

- a. The basic principle is that these funds will be used by the Commander to host or honor foreign dignitaries and key members of the local community.
- b. Funds may be used to purchase mementos for key officials or to host meetings, luncheons and dinners with foreign dignitaries and key members of the local community including professional counterparts.
- c. For small group events with fewer than 30 people involved, at least 20 percent of the guest list must be foreign officials and members of their party.
- d. For larger group events with 30 or more people involved, at least 50 percent of the guest list must be foreign officials and members of their party.
- e. For the purpose of using these funds, reference 1.c. considers all members and employees of the U.S. Forces to be U.S. personnel, regardless of their nationality.

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f. No military to military representation events will be funded using BA43 funds.

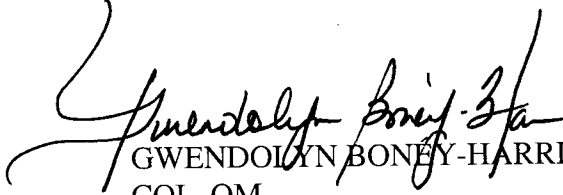
5. PROCEDURES: The ASG agencies requiring BA43 funds will submit an annual event list with estimated costs to PAO by 30 July each year for the following fiscal year. The list will indicate priorities and estimated dates of event.

a. At least 30 days before an event, agencies will submit a request for funds in writing to the Public Affairs Office. The request will include:

- (1) Name of agency.
- (2) Event/date/location.
- (3) Detailed description of the event.
- (4) List of items to be purchased.
- (5) Foreign and American guest list.

b. No invitations for an event will be issued, verbally or in writing, before an event is approved by the Public Affairs Office, Directorate of Resource Management, Judge Advocate and 6th ASG Commander. Doing so constitutes an illegal fund obligation of the U.S. Government.

6. The POC for this policy is the 6th ASG Public Affairs Office at DSN 421-1400/2712 or CIV: 0711-729-1400/2712.


GWENDOLYN BONEY-HARRIS
COL, QM
Commanding